



WILLIAM T FUJIOKA  
Chief Executive Officer

County of Los Angeles  
**CHIEF EXECUTIVE OFFICE**

Kenneth Hahn Hall of Administration  
500 West Temple Street, Room 713, Los Angeles, California 90012  
(213) 974-1101  
<http://ceo.lacounty.gov>

*"To Enrich Lives Through Effective And Caring Service"*

Board of Supervisors  
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First District

MARK RIDLEY-THOMAS  
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Fifth District

May 28, 2013

The Honorable Board of Supervisors  
County of Los Angeles  
383 Kenneth Hahn Hall of Administration  
500 West Temple Street  
Los Angeles, California 90012

Dear Supervisors:

**INTERNAL SERVICES DEPARTMENT:  
CENTRO MARAVILLA SERVICE CENTER REFURBISHMENT PROJECT  
APPROVE CAPITAL PROJECT, PROJECT BUDGET  
AND APPROPRIATION ADJUSTMENT  
CAPITAL PROJECT NO. 87187  
FIRST DISTRICT  
(3 VOTES)**

**SUBJECT**

Approval of the actions will approve an appropriation adjustment, and allow the Internal Services Department to complete the Centro Maravilla Service Center Refurbishment Project.

**IT IS RECOMMENDED THAT THE BOARD:**

1. Find the proposed Centro Maravilla Service Center Refurbishment Project categorically exempt from the California Environmental Quality Act because the proposed Project consists of replacement of existing facilities, installation of accessory structures and minor alteration of existing structures and facilities, and minor alterations in the condition of land for the reasons stated herein and reasons reflected in the record of the proposed Project.
2. Approve the proposed Centro Maravilla Service Center Refurbishment Project, Capital Project No. 87187, and budget in the amount of \$2,412,000, which is funded with net County cost derived from the Utility User Tax, Cy Pres II funds.
3. Approve the appropriation adjustment in the amount of \$2,037,000 to transfer net County cost derived from Utility User Tax, Cy Pres II funds from the Extraordinary Maintenance Budget, and \$222,000 of net County cost from the Centro Maravilla Service Center ADA Upgrade Project, Capital

Project No. 87147, to the proposed Centro Maravilla Service Center Refurbishment Project, Capital Project No. 87187.

4. Authorize the Director of Internal Services, or his designee, to execute work orders for the proposed Centro Maravilla Service Center Refurbishment Project using a Board-approved Job Order Contract.

5. Authorize the Director of Internal Services, or his designees, to accept the work performed under each work order and to release the retention upon acceptance of the work.

### **PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION**

Approval of the recommended actions will find the proposed Centro Maravilla Service Center Refurbishment Project (Project) exempt from the California Environmental Quality Act (CEQA), and authorize the Internal Services Department (ISD) to complete the proposed Project using a Board-approved Job Order Contractor (JOC) and County staff.

The proposed Project is located at the Centro Maravilla Service Center (Service Center), 4716 East Cesar Chavez Avenue, in the unincorporated community of East Los Angeles. The proposed Project will include various upgrades, refurbishments, and repairs throughout the Service Center to include the Courtyard, Office Building and Auditorium; and upgrades to the telephone system, data lines, kitchen cabinetry, utilities, and the addition of a security camera system. The Courtyard upgrades will include re-surfacing of the concrete courtyard, removal and replacement of benches and broken marquee, installation of a new rose garden, irrigation system, and landscaping to prevent erosion and water runoff. The Office Building refurbishments will include interior renovations to reconfigure the work space for better functionality and more efficient use of the existing area to accommodate staff and better serve the public. The Auditorium repairs will include repair to the electrical Americans with Disabilities Act (ADA) door, acoustic ceiling, and wall tiles. In addition, the proposed Project will include paint, door, and window shade replacement, as well as various minor repairs and upgrades to enhance the aesthetics of the Service Center.

The proposed Project will also include redesign and upgrades to the path of travel and signage to comply with accessibility guidelines of the ADA. On July 17, 2012, the Board approved and authorized ISD to deliver the Service Center ADA Improvements, Capital Project No. 87147, to provide ADA access and comply with accessibility guidelines. That project is now being combined with the overall Service Center Project for a seamless project delivery.

The proposed Project demolition and refurbishment will be performed using a Board-approved JOC in coordination with ISD staff to help expedite the refurbishment.

### **Implementation of Strategic Plan Goals**

The recommendations support the Board approved County Strategic Plan Goals of Operational Effectiveness (Goal 1) by maximizing the effectiveness of process, structure, and operations to support timely delivery of customer-oriented and efficient public service.

### **Green Building/Sustainable Design Program**

The proposed Project will support the Board's Green Building/Sustainable Design Program by incorporating design features that will optimize energy and water use efficiency.

### **FISCAL IMPACT/FINANCING**

The total proposed Project cost estimate, including plan check, construction, and County services is \$2,412,000. The proposed Project Schedule and Budget Summary are included in Attachment I.

Approval of the attached appropriation adjustment (Attachment II) will authorize the Auditor-Controller to transfer \$2,037,000 of net County cost derived from Utility User Tax, Cy Pres II funds from the Extraordinary Maintenance Budget, and \$222,000 from the Centro Maravilla Service Center ADA Upgrade Project, Capital Project No. 87147, to the proposed Centro Maravilla Service Center Refurbishment Project, Capital Project No. 87187 to fully fund the proposed Project.

Upon Board approval of the Fiscal Year 2013-14 Final Changes Budget, an additional \$153,000 offset by Special Revenue Funds, Registrar-Recorder – Vitals and Health Statistics Fund, will be transferred from the Registrar-Recorder/County Clerk's budget to fund its portion of the Office Building refurbishments.

#### **Operating Budget Impact**

Based on the proposed Project description, the departments do not anticipate any one-time start-up or ongoing costs resulting from the proposed Project. Should the necessity arise, the Department of Community and Senior Services and/or Registrar-Recorder/County Clerk will work with the Chief Executive Office to determine the appropriate level of maintenance and available funding.

### **FACTS AND PROVISIONS/LEGAL REQUIREMENTS**

In accordance with the Board's Civic Art Policy adopted on December 7, 2004, and revised on December 15, 2009, the proposed Project budget includes 1 percent of construction costs to be allocated to the Civic Art Fund.

### **ENVIRONMENTAL DOCUMENTATION**

The proposed Project is categorically exempt from CEQA because it is within certain classes of projects that have been determined not to have a significant effect on the environment. The proposed Project meets the criteria set forth in Section 15301(a), (d), (f) and (l), 15303(d) and (e), 15304(a) and 15311(a) and (b) and Classes 1(c), (d) and (i), 3(b), 4(a), and 11(d) of the County's Environmental Document Reporting Procedures and Guidelines, Appendix G because the proposed Project consists of minor alterations in the condition of land at an existing facility and repair, replacement, upgrades, and rehabilitation of existing facilities with negligible or no expansion of the existing use, as well as installation of accessory structures. In addition, the proposed Project does not include removal of healthy, mature, scenic trees; is not located in a sensitive environment and there are no cumulative impacts, unusual circumstances, or other limiting factors what would make the exemptions inapplicable based on the proposed Project's record.

Upon the Board's approval of the recommended actions, ISD will file a Notice of Exemption with the Registrar-Recorder/County Clerk in accordance with Section 15062 of the State CEQA Guidelines.

### **CONTRACTING PROCESS**

A Board-approved Job Order Contract will be used for the performance of the contracted-for

refurbishment services.

**IMPACT ON CURRENT SERVICES (OR PROJECTS)**

The proposed Project specifications will impact the delivery of County services at this facility; however, closures to portions of the Service Center will be coordinated with Department staff to minimize disruption to County services.

**CONCLUSION**

Please return one adopted copy of this Board letter to the Chief Executive Office, Facilities and Asset Management Division; Internal Services Department; Department of Community and Senior Services; and Registrar-Recorder/County Clerk Office.

Respectfully submitted,

A handwritten signature in black ink, appearing to read 'W. T. Fujioka', with a long horizontal line extending to the right.

WILLIAM T FUJIOKA  
Chief Executive Officer

WTF:RLR:DJT  
SW:VM:zu

Enclosures

c: Executive Office, Board of Supervisors  
County Counsel  
Arts Commission  
Internal Services  
Community and Senior Services  
Registrar-Recorder/County Clerk

**INTERNAL SERVICES DEPARTMENT:**  
**CENTRO MARAVILLA SERVICE CENTER REFURBISHMENT PROJECT**  
**CAPITAL PROJECT NO. 87187**

**I. PROJECT SCHEDULE**

<b>Project Activity</b>	<b>Scheduled Completion Date</b>
Board Approval	05/28/2013
Plans and Specifications/Design	07/29/2013
Jurisdictional Agency Review	10/07/2013
Job Order Contract/Work Order Authorization	11/12/2013
Substantial Completion	07/14/2014
Project Completion/Final Acceptance	08/04/2014

## II. PROJECT BUDGET SUMMARY

Project Activity	Proposed Budget
Land Acquisition	\$ 0
Construction	
Purchase Order Contract	0
Job Order Contract	1,112,000
Change Orders/Contingency	171,000
Departmental Crafts	250,000
Construction Consultants	0
Telecomm Equip – Affixed to Building	0
Civic Arts	15,000
<b>Subtotal</b>	<b>\$ 1,548,000</b>
Programming/Development	\$ 0
Plans and Specifications	\$ 137,000
Consultant Services	
Site Planning	0
Engineering Services	100,000
Geotech/Soils Report and Soils Testing	0
Material Testing	0
Hazardous Materials	199,000
Topographic Surveys	0
Construction Management / Gordian Group	20,000
Construction Administration	0
Environmental	0
Move Management	0
Equipment Planning	0
Legal: State, SWPPP, QSD and QSP	0
<b>Subtotal</b>	<b>\$ 319,000</b>
Miscellaneous Expenditures	0
Jurisdictional Review/Plan Check/Permit	\$ 50,000
County Services	
Quality Control Inspection (including Code Compliance)	0
Design Review	0
Design Services	0
Contract Administration	0
Project Management	241,000
Project Management Support Services	0
ISD Job Order Contract Management	0
Job Order Contract Management	0
ISD Communications/Data	107,000
Project Security	0
Project Technical Support	0
ISD Countywide Contract Compliance	10,000
<b>Subtotal</b>	<b>\$ 358,000</b>
<b>TOTAL</b>	<b>\$ 2,412,000</b>

## COUNTY OF LOS ANGELES

## REQUEST FOR APPROPRIATION ADJUSTMENT

DEPT'S. NO. 060

DEPARTMENT OF CHIEF EXECUTIVE OFFICE

May 28, 2013

## AUDITOR-CONTROLLER:

THE FOLLOWING APPROPRIATION ADJUSTMENT IS DEEMED NECESSARY BY THIS DEPARTMENT. PLEASE CONFIRM THE ACCOUNTING ENTRIES AND AVAILABLE BALANCES AND FORWARD TO THE CHIEF EXECUTIVE OFFICER FOR HIS RECOMMENDATION OR ACTION.

## ADJUSTMENT REQUESTED AND REASONS THEREFOR

FY 2012-13

3 - VOTES

SOURCESUSES

## EXTRAORDINARY MAINTENANCE

A01-CF-2000-12810

Services and Supplies

DECREASE APPROPRIATION

\$2,037,000

Centro Maravilla Service Center ADA Upgrade (1)

A01-CP-6014-65099-87147

Capital Assets - Building &amp; Improvements

DECREASE APPROPRIATION

\$222,000

SOURCES TOTAL: \$ 2,259,000

## COMMUNITY AND SENIOR SERVICES

Centro Maravilla Service Center Refurbishment (1)

A01-CP-6014-65054-87187

Capital Assets - Building &amp; Improvements

INCREASE APPROPRIATION

\$2,259,000

USES TOTAL: \$ 2,259,000

JUSTIFICATION

The appropriation adjustment is necessary to increase appropriation to fully fund the Centro Maravilla Service Center Refurbishment Project.

  
 AUTHORIZED SIGNATURE SABRA WHITE

BOARD OF SUPERVISOR'S APPROVAL (AS REQUESTED/REVISED)

REFERRED TO THE CHIEF  
EXECUTIVE OFFICER FOR ---☐ ACTION☒ RECOMMENDATION

AUDITOR-CONTROLLER

BY

*Karen Shukuma*

B.A. NO. 219

BY

*May 15 2013*☒ APPROVED AS REQUESTED☐ APPROVED AS REVISED

CHIEF EXECUTIVE OFFICER

BY

*Juan Salgado*

BY

*May 15 2013*

SEND 6 COPIES TO THE AUDITOR-CONTROLLER